

VACANCY ANNOUNCEMENT
2010 Census
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center

OPENING DATE:	11/24/2008	ANNOUNCEMENT NO.	DET 24-9-023
CLOSING DATE:	11/23/2009	DUTY LOCATION:	Detroit, MI

APPLICATIONS WILL BE REFERRED TO THE HIRING OFFICIAL AS VACANCIES OCCUR UNTIL THE CLOSING DATE OF 11/23/2009.

POSITION TITLE:
Clerk GG-0303-05

GRADE AND SALARY RANGE:
GG-0303-05 (\$32,181-\$41,831 steps 01-10)
Applicants new to federal service will be appointed to the grade qualified at the step 01 level.

PROMOTION POTENTIAL: None.

NUMBER OF VACANCIES: Few.

EXCEPTED SERVICE APPOINTMENT: This is a Schedule A appointment, not to exceed 12 months with a possible extension, not-to-exceed two (2) years.

AREA OF CONSIDERATION: ***All Current Census Bureau employees within the Detroit Region.***
Note: All current employees on a less than one year appointment, such as an LCO employee must apply to the external posting. See DET-24-9-022 for the external announcement.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Those listed in the area of consideration (***see above***).

DUTIES: **Clerk**
The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and directs them to appropriate office employees based on knowledge of employees' areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Performs other clerical duties as required.

QUALIFICATIONS:
1. Applicants must be 18 or older to be hired for the 2010 Census.
2. Applicants are responsible for insuring that the application submitted clearly indicates they meet the qualifications listed below.

You may qualify for a position based on your education only, experience only, or a combination of both – as indicated below.

GG-0301-05: Applicants must have the experience **or** education indicated below **or** a combination.

Experience

One year of specialized experience equivalent to the grade 4, which demonstrates experience in providing administrative support in the one or more of the following areas: personnel, payroll, recruiting, partnership, field operations, and/or geography.

Education

Four years of education above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university. You **MUST** submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for position will be required to supply original transcripts.

BASIS OF RATING: Applicants must respond to the Evaluation Criteria statements in writing.

HOW TO APPLY: Each applicant must submit a completed Optional Application for Federal Employment (OF-612), a resume, or a SF-171, Application for Federal Employment (this form is obsolete but may be used) for each grade level. List your work duties and accomplishments relating to the job for which you are applying.

Step One: The application; the following formats may be used:

- a. [Optional Application for Federal Employment \(OF-612\)](#), **or**
- b. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying, **or**
- c. An Application for Federal Employment (SF-171) – this form is obsolete but may be used

Additionally, the following information is needed to evaluate your qualifications and determine if you meet legal requirements for federal employment. **Failure to provide this information may result in loss of consideration.**

- > Recruiting Bulletin Announcement number (i.e. DET-24-9-XXX), title (i.e. Clerk), and lowest grade acceptable (i.e. GG-0301-**05**) (do not mail a copy of the vacancy announcement as proof for the position you are applying)
- > Full name, mailing address (including zip code) and day and evening phone numbers (with area code)
- > Social Security number
- > Country of citizenship (**this federal job requires U.S. citizenship**)
- > Veterans' Preference – Applicants claiming 10-point veterans' preference **must** submit an [SF15, Application for 10-Point Veterans' Preference](#), with the required proof (i.e., statement from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only (until the documentation for the 10-point preference is received). Applicants claiming 5-point veterans' preference must submit a DD-214 to receive preference (Member Copy – 4, if applicable). The DD-214 must show the type of discharge (i.e. Honorable/General)
- > Highest Federal civilian grade held (if applicable)
- > Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements and type of degree received. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university
- > To qualify based on education submit a copy of your college transcript along with your application
- > Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer
- > Job-related training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), honors and awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.)
- > Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted

> Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

Step Two: Complete an [OF-306, Declaration of Federal Employment](#).

Step Three: Each applicant must complete and submit Evaluation Criteria for this position. **These questions must be completed and submitted along with the application.** (See attached sheet with the Evaluation Criteria questions.)

APPLICATION DEADLINE: Application materials must be received by the closing date of the recruiting bulletin. Applications received after this date will not be considered. Facsimile and emailed applications will not be accepted.

Send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Ste. 2950
Detroit, MI 48207
ATTN: Administrative Coordinator**

Read this entire document before calling the agency with questions. For further information on this vacancy you may contact, Kim Estmond, Administrative Coordinator, at (313) 396-5143.

Payment of relocation expenses IS NOT authorized.

CONDITIONS OF EMPLOYMENT:

- > This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- > Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- > You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- > Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- > If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- > Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

EVALUATION CRITERIA STATEMENT FOR

Clerk

Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must answer the below questions addressing each area. You must answer these questions essay style; do not send in work samples.**

Use additional paper for longer answers.

Applicants are required to complete the following:

In the space below, write your experience that supports your answer. In addition to listing your experience, you **must include** the employer's name and address, the title of the position, and the dates of employment. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.)

1. Experience following established office procedures to assist in the daily function of an office.

2. Experience in maintaining and organizing personnel and payroll files.

3. Experience in operating personal computers and calculators.